

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #14-165**

OPENING DATE: 3 Dec 14 **CLOSING DATE:** 17 Dec 14 **AGENCY:** 5705 **PIN:** 258

POSITION: Program Coordinator

STARTING SALARY: \$48,130.99

LOCATION OF POSITION: Youth ChalleNge Academy, Bldg. 80, Camp Shelby Joint Forces Training Center, Camp Shelby, MS 39407-5500.

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: JFH-MS-C-HR, Post Office Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.

APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.

SPECIAL CONDITION: *MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

MINIMUM QUALIFICATIONS:

1. Master's Degree in business or public administration, education or social sciences.
2. OR Bachelor's Degree with course in education and five (5) years supervisory and/or administrative experience in a military, civil industry, educational or social welfare field.
3. Completion of Battle Focus Instructor Training Course, (BFITC), or equivalent.
Experience in working relationship with employees, public officials and the general public.
4. Experience in instructing and developing professional staff.
5. Experience in planning, organizing and coordinating activities of a staff.
7. Employee will undergo an extensive background check. The data may be used as part of a review process to evaluate eligibility for continued employment.
8. Possess a valid state driver's license and be eligible to obtain and maintain a US Government Motor Vehicle Operator's ID card.
9. Desirable Qualifications: Active Mississippi National Guard/Reserves membership or retired (20 years) US Armed Forces, National Guard/Reserves. Institutional National Credit in Choice Theory/Reality Therapy.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Supervises operational personnel engaged in functions relating to programs for corps members including daily activities and recreation.
2. Assists in the formulation and implementation of policies, rules and regulations for the instruction and care of corps members.
3. Assists the Director & Deputy Director in administering all phases of cadets operations.
4. Coordinates training activities associated with physical training, first aid and CPR.
5. Coordinates work projects with corps member's schedules.
6. Supervises development of, maintain and distributes yearly, quarterly, monthly, weekly and daily training schedules.
7. Exercises responsibility in maintaining discipline of corps members.
8. Ensures the highest degree of safety is incorporated in all training and activities of staff and cadets.
9. Perform other duties as assigned or as directed by the Director or Deputy Director.

AREA OF CONSIDERATION: OPEN COMPETITIVE

SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

RESUMES WILL NOT BE ACCEPTED. Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 6/14), MS MILITARY DEPARTMENT Form 82-2R, dated 2 Jul 14.**

Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard, website: www.ms.ng.mil, or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

Military Membership is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION.